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August 15, 2008

Dear District Test Coordinator:

Online Fall 2008 Enrollments – Missouri End-of-Course Test Event

The time has come to submit enrollment quantities for the Missouri End-of-Course (EOC) assessments. For the fall 2008 test event, you will be entering your enrollment quantities electronically, using our online system called ServicePoint. **Please note that you will need to have your PO number readily accessible to complete the enrollment process.**

Availability: The EOC online system will be available to enter enrollments now through September 12, at which time the online system will close. The system will then re-open from October 21 through January 29, 2009, for you to order additional materials.

System Requirements: Internet access through an internet browser (Microsoft Internet Explorer version 5.0 or higher is preferred). Adobe Acrobat Reader (version 8.0 or higher) is recommended).

Navigation:

1. Go to the DESE website: <http://dese.mo.gov/divimprove/assess/eoc/>. Click the link entitled, “Missouri End of Course Online”. The ServicePoint login page will then appear. Your initial login user name and password are on the User Login/Password Sheet, which is attached with this letter. (Please do not distribute or copy this secure information.)
2. After your initial login, you will be required to create a new password. (Please do not distribute your new password.) Your new password remains valid from now to January 29, 2009.
3. After entering your new password, you will be at the ServicePoint Home Page where you will find the text, “Please choose a business area from the Main Menu above.” You will chose “Address Book” at the top of the screen.
4. Attached is a “Quick Reference Guide” that provides additional information to help enter enrollments, update contact information, and export enrollments submitted.

If you need additional assistance or clarification, please contact:

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1-800-323-9540 (please use this number through August 21, 2008)

When prompted, do not press any additional options. Just wait on the line, a customer service representative will answer.

1-877-553-3035 (please use this number beginning August 22, 2008)

Press Option 1 for Support Center - *This is a dedicated Missouri Assessment number.*

(or) send an email to:

rpcsupport@hmhpub.com

Business Hours: Monday-Friday, 8:00 AM–6:00 PM CT